



Food Procedure

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Policy Details	
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Policy Author	Natalie Quinton
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CEO Signature	Angela Ransby
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The Raedwald Trust actively supports healthy eating and drinking throughout the school day. At the Raedwald Trust we recognise the important part that a healthy diet plays in a child's well being and their ability to learn. We believe that the Trust, in partnership with parents and carers can make a major contribution to improving children's health by increasing their knowledge and understanding of food and helping them to make healthy food choices. We take seriously our commitment to supporting the health and wellbeing of the whole child and their family. As part of that commitment, we see it as our duty to sign post families to helpful organisations as well to secure emergency food relief at the point of need.

National Guidance

This procedure has been written to reflect the School Food Standards Practical Guide that was revised in November 2025.

The updated standards are:

Starchy foods

Starchy food is an important source of energy and B vitamins. Flour is fortified with iron and calcium. Wholegrain varieties of bread and pasta are good sources of fibre, which is important for a healthy digestive system. Starchy foods help children feel full, so they are less likely to snack on foods high in fat, saturated fat, sugar or salt

- one or more portions of food from this group every day
- 3 or more different starchy foods each week
- one or more wholegrain varieties of starchy food each week
- starchy food cooked in fat or oil no more than 2 days each week (applies across the whole school day)
- bread - with no added fat or oil - must be available every day

Fruit and vegetables

Getting children to eat more fruit and vegetables is vital for good health. Introducing children to a wide variety of fruit and vegetables establishes healthy eating habits for life, reducing the risk of heart disease, stroke and some cancers.

- one or more portions of vegetables or salad as an accompaniment every day
- one or more portions of fruit every day
- a dessert containing at least 50% fruit 2 or more times each week
- at least 3 different fruits and 3 different vegetables each week

Milk and dairy

Dairy foods are a rich source of energy, protein, calcium, vitamin A and riboflavin.

- a portion of food from this group every day
- lower fat milk, which must be available for drinking at least once a day during school hours

Meat, fish, eggs, beans and other non-dairy sources of protein

Foods from this group provide protein and essential minerals, including iron and zinc. Oily fish provides omega-3 fatty acids, which are beneficial to health, and vitamins A and D.

- a portion of food from this group every day
- a portion of meat or poultry on 3 or more days each week
- oily fish once or more every 3 weeks
- for vegetarians, a portion of non-dairy protein on 3 or more days each week
- a meat or poultry product (manufactured or homemade, and meeting the legal requirements) no more than once each week in primary schools and twice each week in secondary schools (applies across the whole school day)

Foods high in fat, sugar and salt

Foods from this group are often high in energy (calories) but provide few other nutrients. Reducing saturated fat intake can help reduce the risk of heart disease. Eating unsaturated fats instead, which are found in foods such as oily fish, nuts and seeds, and sunflower and olive oils, can help lower blood cholesterol.

Too much salt can encourage a taste for salty foods, potentially leading to high blood pressure in later life. High sugar intake provides unnecessary calories and can lead to weight gain and tooth decay.

- no more than 2 portions of food that have been deep-fried, batter-coated, or breadcrumb-coated, each week (applies across the whole school day)
- no more than 2 portions of food which include pastry each week (applies across the whole school day)
- savoury crackers or breadsticks, which can be served at lunch with fruit, vegetables or dairy food
- desserts, cakes and biscuits but they must not contain any confectionery

Foods to avoid:

- snacks, except nuts, seeds, vegetables and fruit with no added salt, sugar or fat (applies across the whole school day)
- confectionery, chocolate or chocolate-coated products (applies across the whole school day)

You must not add salt to food after it has been cooked (applies across the whole school day). Any condiments must be limited to sachets or portions of no more than 10 grams or one teaspoonful.

Healthy drinks

Water should be the default drink for every child. The more it is offered, the more readily they will accept it. Sugary or sweetened drinks often have no nutritional value, contribute to weight gain, and can cause tooth decay.

Free, fresh drinking water must be available at all times.

The only drinks permitted are:

- plain water (still or carbonated)
- lower fat milk or lactose reduced milk
- fruit or vegetable juice (maximum 150mls)
- plain soya, rice or oat drinks enriched with calcium
- plain fermented milk (for example yoghurt) drinks
- combinations of fruit or vegetable juice with plain water (still or carbonated, with no added sugars or honey)
- combinations of fruit juice and lower fat milk or plain yoghurt, plain soya, rice or oat drinks enriched with calcium; cocoa and lower fat milk; flavoured lower fat milk, all with less than 5% added sugars or honey
- tea, coffee, hot chocolate

Combination drinks are limited to a portion size of 330mls. They may contain added vitamins or minerals, and no more than 150mls of fruit or vegetable juice. Fruit or vegetable juice combination drinks must be at least 45% fruit or vegetable juice.

The Procedure has also been written to reflect the Eatwell Plate Model of Healthy Eating and supports key outcomes of the School Food Plan. The Procedure supports Ofsted's commitments to assess students' knowledge of how to keep themselves healthy and our Trust's ethos of healthy eating.

Checklist for breakfast and snacks -

https://assets.publishing.service.gov.uk/media/60d338208fa8f57cf3f0b401/Checklist_for_school_food_other_than_lunch.pdf

What this Procedure covers

All food and drink the Raedwald Trust provides to students on and off school premises.

Provision of food

- Before a student starts to attend the setting, school leaders find out from parents/carers their children's dietary needs and preferences, including any allergies.
- School leaders record information about each student's dietary needs on the Trust's Management Information System (MIS).
- School leaders regularly consult with parents/carers and staff to ensure that our records of their children's dietary needs - including any allergies - are up to date.

- School leaders implement local systems to ensure that students receive only food and drink that is consistent with their dietary needs and preferences as well as their parent's/carer's wishes.
- School leaders refrain from using peanuts or nut products within the Trust due to allergies. We will not supply food that says it may contain nuts 'may contain peanuts' on packaging. All allergens are highlighted in bold on food packaging and on our records.
- All Trust staff to show sensitivity in providing for children's diets and allergies. Staff do not use a child's diet or allergy as a label for the child or make a child feel singled out because of her/his diet or allergy.
- Staff that are working with, serving and handling food undertake Level 2 Food Hygiene training.
- Fresh drinking water is always available for the students.
- Students will be actively encouraged to wash their hands before and after eating.
- Each school site has their own dining arrangements for school food and home packed lunches.

Packed lunches

- School leaders inform parents/carers who provide food for their children about the storage facilities available in the setting.
- In order to protect students with food allergies, we encourage students not to share and swap their food with one another.
- Parents and carers are requested not to send food to school that contains nuts by school leaders. This includes all types of nuts, peanut butter, nutella, cereal/chocolate bars and any other food containing nuts. Staff will be alert to any obvious signs of nuts being brought in, but they will not inspect all food brought into school.
- In general, on food products there is a section that contains allergy advice. If this says that it 'does contain nuts' or 'may contain peanuts' then we do not want parents/carers to send these products into school. Many product labels say that the product 'may contain nuts' and this tends to be manufacturers being cautious, so these products are allowed to be brought into school.

Raedwald Trust School Lunches

- The lunches we provide meet/exceed the School Food national standards outlined above. All students have a choice enabling them to eat healthily. Provision is made for special diets e.g. medical, cultural, vegan, vegetarian.
- Students are encouraged to taste and eat new foods. We provide a menu to sites to show what is on offer each week.
- We provide hot food and cold lunch boxes within the Trust and adhere to the School Food Standards in our offer. All foods are recorded and allergens are shown.
- We will always offer fresh fruit and yoghurts to students in addition to their school lunch box.
- We will offer food choices to students that adhere to the School Food Standards outside lunchtime. Fruit is always available for snacks. At breakfast and breaks we will offer cereals that are lower in added sugar and salt, bread for toast, bagels or sandwiches. It is important children have enough to eat during the school day and we will always strive to ensure no child is hungry whilst at school.
- At times, and as part of our wider education programmes, we take students out for food. Restaurant food does not always comply with School Food Standards.

Food education

- The curriculum aims to increase students' knowledge of what constitutes healthy eating and this ethos is reflected in the catering provided on site.
- The Trust expects staff to contribute to and support this Food Procedure across the school day. Staff and visitors will be expected to model good practice behaviour around food and drink and in line with the Procedure, when in the company of students.
- Food and nutrition is taught at an appropriate level throughout each key stage in Science and PSHE.

Please also refer to the Raedwald Trust Health & Safety Policy and Supporting Students with Medical Conditions Policy.